

Bellevue City Hall Meeting & Event Facilities

Guidelines and Information



Revision 2012

Welcome!

Bellevue City Hall has space available for meetings and special events. Standard meeting rooms are bright and comfortable and located on the first floor of the building for easy access. Visit our web page at http://www.bellevuewa.gov/service_first.htm or contact us at 425-452-4243 or at CityHallEvents@bellevuewa.gov to view space and discuss your needs.

Guiding Principles

Use of City Hall facilities is guided by several fundamental principles. Facilities are available for meetings and special events that:

Support our civic purpose

These activities facilitate City Council and City departments in carrying out their missions and business and puts the common good and public interest above individual interests.

Examples: City board and commission meetings, City department meetings or sponsored events, City Council meetings, other governmental agency meetings.

Support public dialogue

These activities engage citizens in discussions about topics and issues affecting them, especially governmental initiatives. This gives citizens an opportunity to listen to other views and enlarge or possibly change their own point of view.

Examples: public meetings and hearings, workshops, advisory groups, public opinion polling, development project open houses.

Support community programs

These activities provide a forum for citizens to connect to each other and the city they call home. They provide publicly accessible programs that provide a benefit to our local community.

Examples: neighborhood association meetings, community group meetings, local non-profit events, school district meetings.

Support Bellevue's economic development / vitality

These substantially contribute to making Bellevue's economy strong, stable, and sustainable.

Examples: economic development functions, partnerships with Chamber of Commerce, Bellevue Downtown Association and other business groups.

User Priority

City Hall facilities are an important resource for the City in conducting its business as well as the community. Activities that have a natural relationship to the City's core business (i.e. other government agencies, regional activities) or that contribute to the livability, health or economic vitality of the Bellevue community are also a priority.

To help us equitably address demand for City Hall facilities without compromising the City's ability to conduct its business and deliver services, we have established categories of users and determined their priority in relation to the City's civic purpose.

1. City of Bellevue

City Council and City of Bellevue departments need to have the opportunity to carry out their missions and conduct their business. We must also preserve our ability to provide public services.

2. Regional and Other Governmental

These support the City's core business and civic purpose. They also keep us tied to and engaged with our broader governmental community.

3. Community Programs

After City business needs have been met, City Hall becomes an important resource for the Bellevue community, including, but not limited to, neighborhood and community associations, civic organizations, and local non-profits.

4. Other

City Hall facilities are available to other groups if the use is supported by our guiding principles. We evaluate these on a case by case basis. It is not our practice to make space available to "for profit" groups or for private events since they generally serve the interests of select groups or individuals and have reasonable access to other venues.

Availability

We have established availability guidelines to ensure use of City Hall facilities doesn't diminish the City's ability to deliver services to the public and to provide equal access to users.

- Limitations on recurring meetings.

Recurring bookings lock up space indefinitely, making it unavailable to others. It also inhibits our ability to use space for City business. Therefore, we allow recurring reservations only in our smaller, less demanded meeting rooms and only when the space will be used in its standard configuration. Recurrences are not allowed beyond six (6) months.

- Facilities may not be reserved more than 2 weeks in advance.

This allows more equal access to facilities for all users and gives us the opportunity and flexibility to accommodate City business needs as they present themselves. This rule does not apply to "special events" or allowable recurring meetings.

- Facilities are available on an "as is" basis.

Our facilities are available in their standard configurations and without support or other assistance from our staff, free of charge. Should your meeting require a special room configuration, onsite security, or other City resources, we charge a fee. (see "Fees" for additional information).

- Facilities are available outside of City Hall's normal business hours.

During City Hall's normal business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, we preserve meeting space and visitor parking so that we can conduct City business (including the business of other governmental agencies).

City Hall facilities are available Tuesday through Thursday, 5:00–10:00 p.m. and Friday 5:00–8:00 p.m.

Facilities are not available on Saturdays, Sundays and legal holidays. This gives us time to do regular facility maintenance, more intense custodial work, and systems testing that we cannot otherwise do when the building is occupied. It also results in significant cost savings to the City in heating, cooling, lighting, custodial, and security.

- Applicants must be 21 years of age or older.
The applicant must be present throughout the entire use of the facility. The person signing the “Facility Use Request Form” is considered to be the responsible party in case of damage, theft, or disturbance during facility use. All minors must have adult supervision.
- Not all facilities are available all of the time.
Some of our facilities are taken out of service temporarily so we can complete maintenance, custodial, and other work. The outdoor Plaza and Pavilion spaces are unavailable during the Fall/Winter months (November 1 to March 1). This timeframe is subject to change depending on weather.

Special Events

Special events require significant coordination beyond just reserving space and have broader impacts to City Hall facilities. We consider “special events” to be activities that typically have 50+ attendees, will have food and/or beverage service, and will require a special space configuration, meaning the reserved space won’t be used “as is.” Special events sometimes also include:

- Entertainment (includes guest speakers)
- Catering
- Alcohol service (when approved by the City)
- Permits (i.e. sound, right-of-way use, banquet, etc)
- Media coverage
- Deliveries to City Hall (including rented equipment)
- Activity impacts the use of adjacent spaces

Fees

Unless you are organizing a special event, our indoor facilities are available in their standard configurations free of charge. To reserve space without a fee, the space must remain in its standard configuration and not require support or other assistance from our staff beyond booking the space. Support or other assistance from us includes, but is not limited to:

- Reconfiguring the space
- Providing additional furnishings
- Accepting deliveries
- Providing custodial service that was not scheduled to be done

Special events are charged fees. Refer to the “City Hall Facility Use Rates” schedule for specific fee information.

When a fee applies to your reservation, you will be invoiced 14 days prior to your meeting or event. If there isn't a 14 day lead time, you will be invoiced immediately. Contact our staff at 425-452-4243 or CityHallEvents@bellevuewa.gov to determine applicable fees or visit our website at http://www.bellevuewa.gov/city_hall_facility_reservations.htm for fee information.

In some circumstances, although a fee may not apply, due to the nature of the meeting or event or its timing, we may impose a fee to pay for onsite security. When a security fee applies, the fee is due 14 days in advance of your meeting or special event date.

See "Cancellations" for information about fee refunds.

Damage Deposits

We reserve the right to collect, waive, or increase a damage deposit if we deem it necessary based on the scope, day, and type of activity.

Damage deposits are 100% refundable and will be refunded within 14 days of the meeting or special event date provided the following conditions are met:

1. The space was left in a clean and orderly manner.
2. The space was left in its standard configuration (unless a special configuration was setup by our staff).
3. Use of the facility did not exceed the scheduled time.
4. Additional City staff time was not required as a result of your use of the facility.
5. All furniture/equipment was accounted for and undamaged.
6. All rules and procedures governing alcohol consumption were met.
7. All rules and procedures governing smoking were met.
8. All rules and procedures governing City of Bellevue facility use were met.

If the above conditions were not met to the satisfaction of City staff, the damage deposit will not be refunded. If the cost of cleaning and/or repair of the facility exceeds the amount of the damage deposit, you will be billed for those additional costs. Custodial service will be billed according to current hourly rate paid by the City and repairs and/or replacement will be billed at the full cost incurred.

Space Setups & Takedowns

Our spaces are set in standard configurations. Select spaces can be reconfigured and pre-determined optional setups are available. Space setups are dictated by Fire and Building codes associated with maximum occupancies and ingress / egress routes. If we have not pre-approved another furniture arrangement, we require the space remain in its standard configuration, that you not reconfigure the space, and that you not borrow furnishings from other rooms. The City will not be liable for any personal injuries, damage to personal property, or damage to the facility and its furnishings resulting from your setup and takedown activities and will hold you responsible for associated damages.

Maximum Occupancy

All of our meeting rooms and spaces have established maximum occupancies. Fire and Building codes prevent us from allowing users to exceed these occupancies. Exceeding the established occupancy for

the space puts your meeting or special event at risk of being terminated. Note: Occupancy maximums change depending on the space setup.

Deliveries & Storage

You must arrange for deliveries to occur during your reservation period and you must be available on-site to receive them unless other arrangements have been made with our staff. Our staff is not authorized to receive and sign for your deliveries and due to space and security concerns, they cannot store items.

If you plan to have items delivered, discuss the details with our staff at least 14 days prior to your event. Consult with us regarding designated delivery areas and access considerations.

Parking

Complimentary parking is available on-site in our visitor parking garage on a first-come, first-served basis and availability is not guaranteed. Our lot has approximately 120 spaces but we cannot guarantee that parking will be available for your attendees. Your City Hall facility reservation does not include guaranteed or reserved parking. There are several commercially operated “pay” parking lots in the area if you require additional parking. Our staff can provide you with other area parking information.

Food & Beverages

Food and beverages are welcome in our facilities, with the exception of Council Chamber. We do not have kitchen facilities available so food must be pre-prepared. We must be notified in advance if you intend to have food and/or beverages at your meeting or special event.

Catering

We allow you to use the caterer of your choice. Caterers are responsible for cleaning any areas used prior to leaving and removing food and foodservice equipment or will be billed for cleaning services (unless other arrangements have been made with our staff). The following requirements apply to catered events:

1. A completed “Catering Form” must be submitted to us a minimum of 14 days prior to the meeting or special event date.
2. A certificate of insurance from the caterer naming the City of Bellevue as an additional insured with \$1 million General Liability Coverage must be submitted to us a minimum of 14 days prior to the meeting or special event date. If the caterer is serving alcohol, Liquor Liability must be included in certificate of insurance.

Alcoholic Beverages

Depending on the event, alcohol may be allowed in our indoor spaces. All requests to serve alcohol must be approved in advance by us. If you receive approval from us to serve or sell alcohol at your event, be advised of the following requirements:

1. Alcohol service is limited to beer, wine, and champagne packaged in bottles. Hard liquor and beer kegs are not allowed. Alcohol must be served in the area designated by our staff.

2. A permitted alcohol server, at least 21 years of age, is required. You are responsible for hiring the permitted alcohol server for your event and ensuring that the server's permit is on hand at the event. Additionally, you are required to submit a copy of the alcohol server's "Class 12 or 13 Permit" issued by the Washington State Liquor Control Board to us a minimum of 14 days prior to your event. All alcohol is to be served by the permitted alcohol server and event guests are not permitted to bring their own alcohol.
3. A "Washington State Liquor Control Board Banquet Permit" is required. Groups planning to sell alcohol are also required to purchase an "Alcohol License." The original copies of these permits must be posted in a conspicuous location near the serving area during your event. Copies of the permits must be submitted to us a minimum of 14 days prior to your event.
4. You are responsible for the conduct and behavior of your drinking guests. Under age drinking (under 21 years of age) is strictly prohibited.
5. Alcohol service must stop a minimum of 1 hour prior to the designated end time of your meeting or special event as specified on your "Facility Request Form."
6. Serving alcohol without proper approval and permits, and/or in violation of any of the above policies and procedures will result in a Police citation, immediate shut down of your meeting or special event, forfeiture of your deposit, and/or additional fees and penalties.

Rented Equipment

We must be notified in advance if you intend to bring equipment into our facilities. If a rental company will be providing and delivering furnishings and/or equipment, we require they provide a certificate of insurance naming the City of Bellevue as an additional insured with \$1 million General Liability Coverage. The certificate must be submitted to us a minimum of 14 days prior to the meeting or special event date.

Lighting

Meeting rooms are well lit and some have windows. Of those with windows, only a few have closeable mini blinds. Windowed rooms that do not have mini blinds are to be used as is—covering windows in these rooms, even temporarily, is not allowed.

The concourse has a complex lighting configuration that is primarily computer controlled and requires special expertise to manage. The only lighting that we permit you to turn on/off is lighting that is controlled by an external, publicly accessible light switch. All other lighting is to remain on/off as programmed and emergency lighting is to remain intact and undisturbed.

The concourse's south-facing windows have mesh blinds that can be easily lowered to filter sunlight, but please note that the blinds do not block all incoming light.

Decorations / Presentation Materials

You may bring freestanding decorations and presentation materials into the facility and are responsible for removing them at the conclusion of your meeting or special event. Many of our meeting rooms have magnetic white boards and tackable wall surfaces. Rooms with white boards are equipped with dry

erase markers, erasers, and magnets for posting documents. The rooms with tackable walls allow you to display maps, documents, etc. on the wall using push pins (push pins are also provided).

A minimum of 14 days prior to your event, discuss with our staff what you intend to bring to the facility. You must receive approval in advance. Please note the following:

1. The use of staples, push pins, nails, tacks, duct or masking tape is prohibited when affixing decorations and materials to non-tackable walls and furnishings. Some rooms have tackable walls which allow you to affix materials using push pins. With our prior approval, the use of non-marking painters tape may be acceptable. All tape must be removed when taking down decorations.

Signage, notices, and decorations are not to be placed on room doors, windows, on top of existing signage, or on public area walls/corridors.

2. Hanging decorations and materials from light fixtures, in-room equipment, windows, railings, and ceilings is not allowed. Helium balloons must be weighted and secured to prevent them from escaping the event area or rising to the ceiling.
3. Hanging projection screens, lighting, or other equipment from doors and windows is not allowed. Standalone projection screens, decorations, and other furnishings and equipment cannot block doors, stairs, entrances, or exits.
4. Fog/smoke machines, pottery kilns, uncontained candles (see “Flammable Materials”), dance wax, incense, etc. are not allowed. Additionally, dry ice, rice, birdseed, glitter products, confetti, and other similar materials are not allowed.

Terrazzo Floor

“Currents”, the beautiful terrazzo floor on City Hall’s first floor concourse is a nationally recognized art piece. As such, we require that it be treated with the utmost care. Please note the following:

1. Furnishings and equipment must be lifted and carried across the floor when moved by hand.
2. All equipment and furnishings must be transported across the floor on rubber wheeled carts.
3. The weight of some heavy equipment and furnishings (such as pianos) can damage the floor and are not allowed.
4. Stages, large podiums, etc. must be placed on masonite boards to protect the floor. We have masonite boards available for this purpose.
5. Activities involving sharp objects, paint, or other substances that could be potentially damaging to the floor are not allowed. Adhering objects to the floor with tape that is potentially marking or may be difficult to remove is not allowed.

Signage

We generally don't allow freestanding signage in our facilities but we do allow vertical banners in our concourse to promote special events if they are professional in appearance, meet our banner size and design guidelines, and are hung by our staff in our pre-determined banner locations. We also don't allow any signs attached to doors, walls, windows, elevators, on top of our existing signs or structures, and we require that you not tamper with any of our existing signage, including freestanding pedestal signage. We will program your meeting or special event onto our electronic event directories for wayfinding for your attendees.

Flammable Materials

The use of flammable materials is regulated by the City of Bellevue's Fire Department. In compliance with the City Fire Code, flaming food is not permitted at indoor facilities. Fuel canisters for warming food and votive or tea light candles that are completely self-contained in a flame resistant holder that will not tip over are allowed (you may be required to provide a fire extinguisher if using these items). Additionally, fireworks are prohibited in the City of Bellevue and cannot be used at our facility.

Smoking

City of Bellevue indoor facilities are smoke and tobacco free. If you or your guests wish to smoke, please make sure all smoking takes place at least 25 feet away from building entrances/exits and windows/vents that open to the inside of the building per Washington state law (see RCW 70.160). The City of Bellevue reserves the right to enforce state law, and in its sole discretion may call the police, terminate your event, or take other steps to ensure compliance with the law. You are responsible for ensuring that outdoor areas are clear of all smoking debris at the conclusion of your event, and failure to do so may result in a deduction from your damage deposit and you may be denied future use of the facility.

Animals

We do not permit animals (mammals, insects, birds, reptiles, fish, etc.) on the premises unless they are service animals serving the needs of those with disabilities.

Selling Items

If you plan to sell items at your event, you are required to obtain prior approval from us. A "Concession Permit" and "Business License" are also required. We reserve the right to deny the sale of items we deem to be a public nuisance, potentially damaging to our facilities, or not family friendly.

Technology & Other Equipment

We do not have personal computers, projectors, or other electronic equipment available for your use. We do have assisted listening devices available for those with hearing impairments. Contact our Service First Desk at 425-452-6800 or ServiceFirst@bellevuewa.gov in advance if you require one of these devices.

City Codes & Ordinances

All relative City of Bellevue Codes & Ordinances are in affect and enforced at all City of Bellevue facilities. There are regulations governing sound and noise levels, animals, parking, vehicle access, etc.

The City of Bellevue reserves the right to terminate your meeting or special event if City staff, in good faith, perceive that you or your guests pose a risk to the safety of persons or property on the premises, that you are not complying with our facility use guidelines, or that you or your guests are violating local, state, or federal laws. Upon verbal notice from City staff, security, or the police that your meeting or special event is being terminated, you and your guests must leave the premises immediately, and you will not receive a refund of your rental fee and may be denied future use of the facility.

Reservations

Checking availability and requesting a reservation for City Hall facilities is easy. Contact us with questions at 425-452-4243 or CityHallEvents@bellevuewa.gov.

1. **Obtain the application.**

The “Facility Request” and “Catering” application forms are available on our website at http://www.bellevuewa.gov/city_hall_facility_reservations.htm.

2. **Complete the application.**

Complete the “Facility Request Form” and submit it to us. Once we receive it, we will check availability and contact you within one business day to review any special requests and determine if fees apply. Your reservation cannot be finalized until we receive this form and we do not make tentative reservations. If you will have catering, also complete a “Catering Form.”

Your signature on the “Facility Request Form” acknowledges you have read and accept our usage terms and guidelines.

3. **Submit the paperwork.**

Fax to 425-452-7115

Email to CityHallEvents@bellevuewa.gov

Mail to City of Bellevue, Attn: Ian Toms, 450 110th Ave NE, Bellevue WA 98004

4. **Finalize your reservation.**

Once we have made your reservation, we will send an email confirmation.

About Reservations

We do not reserve space or check availability without a completed and signed “Facility Request Form.” We also may not be able to accommodate requests that are submitted to us without enough lead time to allow us to schedule and coordinate the activities required to complete the booking and support a successful meeting or special event.

Users of our facilities who do not respect our usage guidelines may be prevented from reserving space in the future.

Cancellations

All reservation cancellations must be made in writing (email is acceptable) a minimum of 2 days prior to your event (special events must be cancelled a minimum of 14 days in advance). If you do not cancel in advance, please note:

- We will refund 50% of the fee paid unless it is a same day cancellation. If it is a same day cancellation, the fee will not be refunded.
- If a security fee was paid, it is non-refundable.
- If a damage deposit has been assessed, it will be refunded in full as long as the reservation is cancelled prior to your meeting or special event date.
- You may be denied future use of the facility.

The City, acting in good faith, may cancel your meeting or event in circumstances where the space you requested becomes unsafe for your intended use. Such circumstances include but are not limited to, significant weather events, power outages, natural disasters, environmental hazards, civil disturbances or other events affecting public health and safety. In such circumstances, the City is under no obligation to refund your facility rental fee, service fee, or any of your deposits, but it may do so at its sole discretion. The City reserves the right to cancel your meeting or event if it becomes necessary for the City to use the space for City business purposes. The City will attempt to give you reasonable notice of the cancellation.

Time & Date Changes

Meeting and special event time and/or date change requests are accepted in writing (email is acceptable) a minimum of 2 days prior (14 days for special events) to the event. Approval of the change is subject to facility and staffing availability. If fees apply, they must be paid in full at the time the change is made.

Prior to Event / Day of Event / Conclusion

For special events, we require that you meet with our staff prior to your event date. At that time you will receive a facility orientation and answers to all of your event related questions. Our staff will contact you to arrange a meeting. For reference, our staff can be contacted at 425-452-4243.

On the day of your meeting or special event, the facility will be available to you at the time specified on your "Facility Use Request Form." We require that you not arrive to or enter the facility until your designated reservation time and that you depart when scheduled.

At the conclusion of your meeting or special event, you are required to remove your belongings and materials and leave the facility clean and intact.

If additional cleaning and/or City staff time is required as the result of your use of the facility, you will be charged at the prevailing hourly rate and may be denied future use of the facility.

Meeting Rooms & Other Spaces

Visit our website at http://www.bellevuewa.gov/city_hall_facility_reservations.htm to view room photos and see detailed descriptions of our available facilities.